

DPW Informational Seminar

May 2007

JRW-West, Boise ID

Agenda

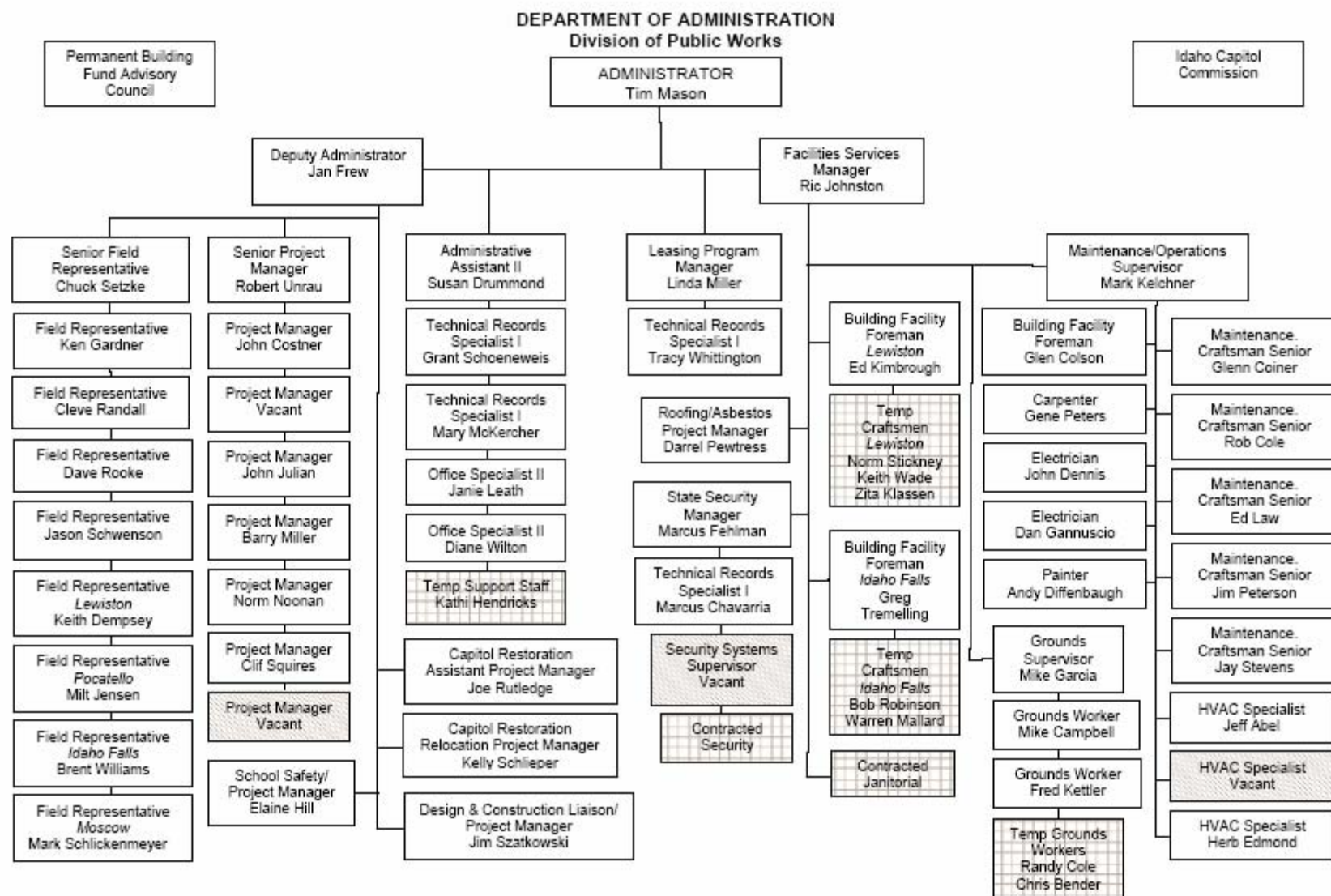
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DPW projects

- All PBF Projects (> \$30,000)
- All Projects > \$100,000 regardless of funding

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- Current Snapshot as of 5-24-07:
 - 286 projects:
 - Valued at: \$459,964,118.20
- Not counting the 52 active Service Contracts
- Includes 59 projects >500,000



Capitol Restoration

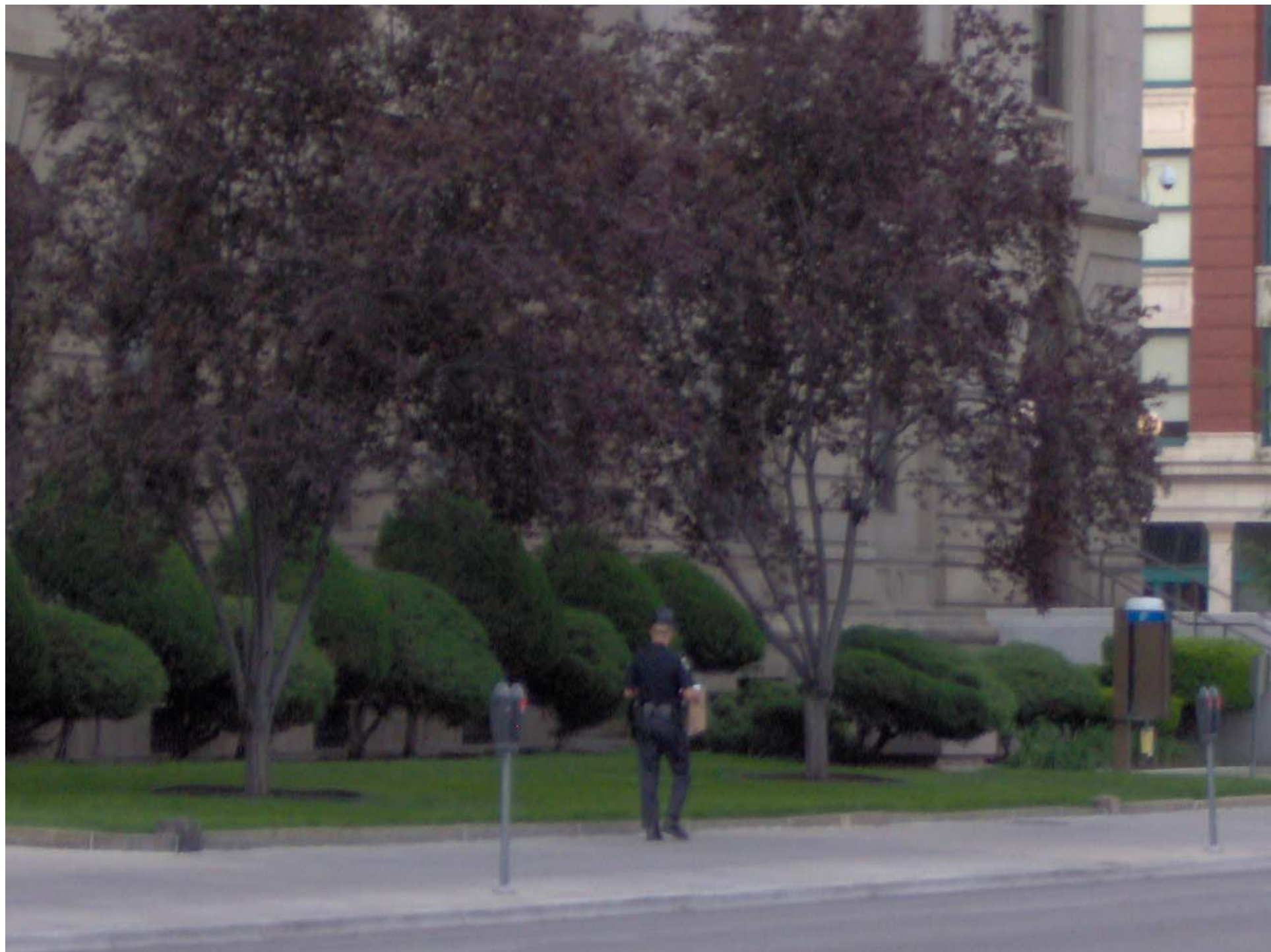
- 30 month project
- Challenges
 - Move out – done!
 - Do restoration (& expansion!)
 - Move in
 - Adjust tenancies

















STATE OF IDAHO
LEGISLATIVE OFFICES

- House of Representatives •
- Senate •
- Legislative Services Office •

Lea Electric

888-2523

CHEVROLET

IDAHO
KK 1746

and Backpacks are
Subject to Search

Deliveries for the
Accepted at 550
Only

SECRETARY OF STATE

WE'VE MOVED!

The Secretary of State's office for
Domestic Policy
(Consular Affairs, U.S. Customs,
Immigration, etc.)

has moved to:

450 North 4th Street
The new office is on the Southeast
corner
of
4th Street and State Street
which is 3 blocks east
of the Capitol Building.



SMOKE
ENTRANCE







CAPITOL CLOSED FOR RENOVATION

**STATE OFFICES HAVE BEEN MOVED
TO THE LOCATIONS BELOW:**

BORAH BUILDING 304 N. 8th St.

Governor
Lieutenant Governor
Secretary of State
Treasurer

JOE R. WILLIAMS BUILDING 700 W. State St.

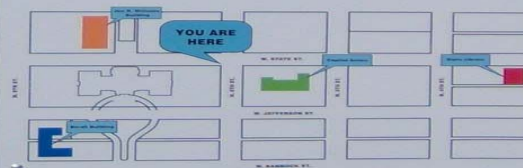
Attorney General
Division of Financial
Management

CAPITOL ANNEX 514 W. Jefferson St.

House of Representatives
Senate
Legislative Services
Office

STATE LIBRARY BUILDING 450 N. 4th St.

Secretary of State
Commercial Division
Business Entities
Liens-UCC
Notary, Trademarks
Fiscal Division



FY 2008 AGENCY CAPITAL REQUESTS

PROJECT SETUP WORKSHEET

PROJ. NO.	AGENCY	DESCRIPTION	AMOUNT	PAC FROM	CODING	COMM
08-515	ISP	Combined Functions Office, Coeur d'Alene	12,019,500	08-005	H325:1B01	
08-342	MIL	Renovate Armory, Idaho Falls	750,000	08-005	H325:1C01	
08-311	IDFG	Office Addition, Southeast Regional Office, Pocatello	770,000	08-005	H325:1D01	
08-084	IDOC	New Laundry Facility, SICI	1,000,000	08-005	H325:1E01	
08-085	IDOC	Planning, Idaho Security Medical Facility	3,000,000	08-005	H325:1E02	
08-086	IDOC	300 Bed Expansion, ICC	1,300,000	08-005	H325:1E03	
08-405	DHW	Renovate North Section, Utility Building, SHS	1,414,000	08-005	H325:1F01	
08-354	DHW	BSL-3 Laboratory	900,000	08-005	H325:1F02	
08-269	UI	Center for Livestock and Environmental Studies	10,000,000	08-005	H325:1G1a	
08-270	UI	Fish Culture Experiment Station	150,000	08-005	H325:1G1b	
08-102	CSI	Health Sciences and Human Services Building	21,111,600	08-005	H325:1G02	
08-160	LCSC	Health Sciences Building	<u>16,000,000</u>	08-005	H325:1G03	
TOTAL CAPITAL PROJECTS			68,415,100			
TOTAL FY08 ALT & REPAIR PROJECTS			66,994,889			
ADA PROJECTS			1,600,000			
ASBESTOS PROJECTS			800,000			
CAPITOL MALL PARKING			<u>120,000</u>			
TOTAL			<u>137,929,989</u>			

Alterations & Repair FY 08

- \$66M
- 256 projects
- (\$137.9M)
- Challenges -

FY 09

- Started new year preps already (1st Submission due June 22)!
- Include your \$ in backlogged projects (no justification or descriptions)
- A&R still remains a challenge

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Div of Purchasing

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Division of Public Works

- 502 N 4th St Boise ID 83720
- 208-332-1900 voice/ 208-334-4031 fax
- <http://adm.idaho.gov/pubworks>
 - See Navigation Column on left for
 - RFQ Opportunities & Selection Results
 - Construction Bid Opportunities & Bid Results
 - Instructions for Architects/Engineers <– all forms we use are here

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FACILITY STANDARDS SHEET AGENCY: _____ LOCATION: _____							
Area/Room	# of FTE	Sq Ft / FTE	Total	Hard Walls* (HW) or Open Office** (Open)	# Data Ports	#Phone Ports	Remarks
HARD WALL OFFICE:							
Director of Dept.		250		HW*			
Division Administrator		200		HW*			
Bureau Chief or Director of Board		144		HW*			
OPEN OFFICE AREA:							
Regional/Division Mgr		144		Open**			
Professional Staff		120		Open**			
Adjunct Desk Area (in office less than 60% of the time.)		50 to 70		Open**			
Clerical Staff		100		Open**			
Clerical Pool		80		Open**			
Receptionist		100		Open**			
SPECIALTY AREAS:	Rms	Size	Total				
Waiting Area/per person		10					
Conf/per person (joint use by agencies encouraged)		15					Occupied 15+hrs/ wk
File Storage							
Active Files Only							
Classroom/per person		30					
Group Rm/per person		30					
Therapy Rm/per person		30					
Library							
Mail Rm							
Computer Phone Rm							
Break Rm							
Laboratory							
Equipment Storage							
Other:							
Sub-Total							
* Add 30%							
**Add 25%							
TOTAL							

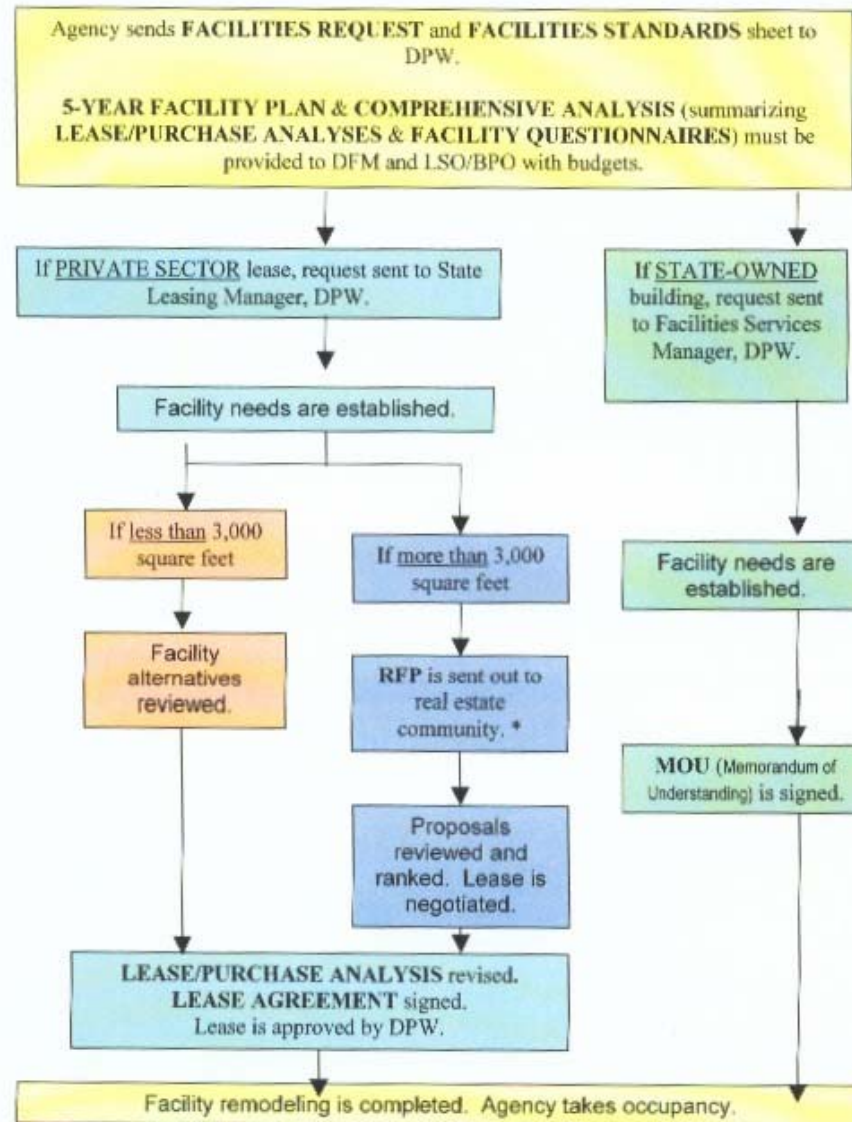
Open Office Space is the standard design approach. This reduces current Const. costs, improves heating and cooling flexibility, and lessens future remodeling costs. Hard walled offices for staff below the Bureau Chief level requires written justification.

PARKING REQUIRED: EMPLOYEE: _____ CLIENT: _____ STATE VEHICLES: _____

PREPARED BY: _____ **DATE:** _____

AUTHORIZED BY: _____ **DATE:** _____

LEASING AND SPACE UTILIZATION
THE LEASING PROCESS



* RFP must be approved by Permanent Building Fund Advisory Council. Any anticipated additional costs associated with any proposed relocation must be reviewed by Division of Financial Management

RATING FACTORS OFFICE AND RETAIL FACILITIES

AGENCY NAME:			
Handicap Access (Yes/No)		"No" may disqualify property)	
RATING Total = 100	FACTOR	EXPLANATION OF FACTOR -	REC'D RANGE
Cost*	Load Factor	Percent of usable to net rentable area. (Typically rent is based upon net rentable area)	0% to 10%
Cost*	Rent-1 st year	Budget is \$ _____. Lease/Purchase analysis Cost Ratio will need to be considered.	10% to 15%
Cost*	Rent-1st 5 yrs	Budget is for \$ _____. Fits within 5-year plan. Lease/Purchase Analysis Cost Ratio will need to be considered.	10% to 15%
Cost*	Rent Escalation Provisions	Rate increases, if any, should be capped. Pass-throughs on bldg. expenses (taxes, insurance, common area maintenance).	0% to 5%
Cost*	Offeror Incentives	Renewal options, free rent, reimbursement of moving costs, etc. Can be figured on a per square foot basis to obtain effective lease rate.	0% to 5%
Cost*	Finish Allowance	Must be adequate to cover agency requirements. (For new Const. should be approx. \$40/SF; \$4 will cover new carpet and paint in a remodeled space).	0% to 5%
Cost*	Free Parking	What, if any, will the cost be for the parking? Figure on a per sq ft basis – (Cost per space x 12 months, divided by 250 sq ft.)	0% to 10%
Const.	Site Issues	Are utilities available to the site? Is the zoning appropriate? Any known environmental or Const. issues? Does site drainage appear to be adequate?	0% to 5%
Const.	Property Amenities	On-site conference facility, break room, fitness facilities, library, on-site storage provided at no or reduced cost to tenants.	0% to 5%
Const.	Exterior Condition	Maintenance and condition of building.	0% to 10%
Const.	Adequate Sq Ft	Size and usability of space. Floor plate size, # of stories of bldg. may be issues. (Could also be used as a "Yes" or "No")	0% to 10%
Const.	Interior Condition	Maintenance and condition of building.	0% to 10%
Const.	Expansion Capability	Is a First Right of Refusal on adjacent space provided? Has agency grown extensively in this area? Multi-tenant bldgs may provide more flexibility than a single-user bldg.	0% to 5%
Const.	HVAC & Energy	Anticipated cost of energy and efficiency of heating and air conditioning system.	0% to 5%
Const.	Security	Safety of employees, clients & equipment (exterior lighting, security service, controlled access, fenced parking areas).	0% to 10%
Const.	Offeror Qualifications	Experience & financial ability to construct or remodel a facility, property mgmt experience.	0% to 5%
Const.	Parking	Adequate for clients and employees? Would there be a delivery area available?	0% to 10%
Location	Adjacent Uses	Are surrounding uses professional in nature? Will there be any noise or odor issues? Is the property in a flight pattern?	0% to 5%
Location	Employee Accessibility	Is the property easy to access? Is the property close to a major thoroughfare? Will traffic in the area create a problem?	0% to 10%
Location	Visibility	Is visibility critical to this operation?	0% to 3%
Location	Bus Line	Is the property close to a bus line?	0% to 5%
Location	Collocation I	Proximity to federal, state, local agencies offering reciprocal services.	0% to 3%
Location	Public Access	Easy to find? Close to a major thoroughfare? Traffic problems? Consider both auto and pedestrian access.	0% to 10%
Other	Agency	Other special requirements unique to Agency,	0% to 5%
Other	Purchase Option	Depending on location and 5-year plan, a "No" response from proposed Offeror might disqualify property from further consideration.	0% to 10%
Other	Quality	Are there any incomplete items? Are there any inconsistent items?	0% to 3%
TOTALS			100%

***Cost is recommended to be 30% to 45% of the total ranking.**

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